

# YOUTH SERVICES POLICY

<b>Title:</b> Youth Orientation <b>Next Annual Review Date:</b> 05/28/2010	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 8. Youth Related Services <b>Number:</b> B.8.12
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<b>References:</b> ACA Standards 2-CO-4A-01 (Administration of Correctional Agencies); 3-JCF-3A-22, 3-JCF-3B-01, 3-JCF-5A-01 and 3-JCF-5A-03 (Performance-Based Standards for Juvenile Correctional Facilities); CJCA Performance-based Standards PP21, PP22, PP25, PP26, JP1, JP2, JP6, JP8 and JP13	
<b>Approved By:</b> Mary L. Livers, MSW, Ph.D., Deputy Secretary	<b>Date of Approval:</b> 05/28/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish uniform procedures regarding orientation for all youth housed in Youth Services (YS) secure care facilities.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary/Facilities and Facility Directors.

## IV. POLICY:

It is the Deputy Secretary's policy that each Facility Director shall be responsible for developing and implementing an orientation program for youth new to the system or youth who are received at the facility as the result of a reassignment.

## V. PROCEDURES:

- A. Each facility's youth orientation program shall include, at a minimum, information regarding procedures, rules, programs and services.
- B. Each youth shall receive written orientation materials which include, but are not limited to information regarding: visiting; telephone; mail, medical procedures, facility activities and programs. In addition, a copy of the Youth

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Code of Conduct and the Administrative Remedy Procedure (ARP) shall be included in the orientation packet.

- C. Because youth may not be familiar with staff expectations and not understand what is expected of them, staff shall explain the steps taken during the orientation process, and assist the youth in notifying their families of the procedures to follow for mail, telephone and visiting. In addition, youth should be given an opportunity to express concerns and ask questions. Staff shall provide an explanation to youth as to the appropriate staff members to contact about particular concerns and/or problems while at the facility ( i.e. the role of treatment staff, medical staff, direct care staff and teachers).
- D. Youth who do not understand English shall receive written orientation materials and/or translations in their own language. When a literacy problem exists, staff shall assist the youth in understanding the material.
- E. Completion of orientation shall be documented by a signed and dated statement by the youth, and filed in Clip VIII of the youth's record.
- F. A Copy of each facility's orientation program shall be forwarded to the Chief of Operations and the Deputy Assistant Secretary/Facilities by January 1st of each year.

**Previous Regulation/Policy Number:** B-08-014 / B.8.12

**Previous Effective Date:** 10/23/1998

**Attachments/References:**